

Job Description ~~ Administrative Support of Music
St. Paul's United Methodist Church; Rochester, Michigan
(Revised: October 31, 2023)

JOB TITLE:	Administrative Assistant of Music
JOB TYPE:	Hourly, Part Time
HOURS:	10-15 hours per week
REPORTS TO:	Director of Music Ministries & Organist

Job Summary: Administrative Support to Director of Music Ministries

Essential Duties and Responsibilities:

1. Music Library and Choir Music Updates

- Ensure all music filed appropriately in Music Suite
- Timestamp order date and arrival date of new music purchased.
- Document vendor contact information and order number with new music ordered and filed.
- Confirm file number in database and number of copies. Report missing music.
- Generate weekly report of music library and monthly report of music organized by composer.
- Organize music for choir folders weekly, as well as bell choir and children's choirs as scheduled.

2. Collaborate with St Paul's Staff and Choir

- Coordinate purchase of office needs with Business Manager
- Respond and act on all requests from the Chair of the Music Committee and the Choir Leader. Provide needed information and communicate in a timely manner.
- Fulfill any tasks requested by staff and any ad-hoc projects with mastery.
- Maintain accurate record of music ministry attendance and current rosters for all Music Ministry groups.
- Process outgoing packages, mail campaigns, and receive deliveries for Music Ministry needs.
- Respond to inquiries from Church Members and staff members; route and resolve requests with a customer service focus.

3. St Paul's

- Create a choir Facebook page that includes chancel choir and children choir and manage or prepare the music and media to post.
- Update weekly the contents of the Choir page with new performance and other pertinent information.
- Scan the music to be used in the service 3 weeks in advance and upload for the choir to review.
- Using the music notation software prepare the practice parts and upload the practice parts for each part of the chancel choir and children choirs at least a week in advance (Create this part with password access only)

4. Special Events

- Coordinate and prepare church events when music department is asked to support (i.e. S'more Church).
- Communicate with Music Committee specific needs for special events.

Additional Responsibilities:

- Duties as assigned by Director of Music Ministries or Business Manager

Skills Needed:

1. General office and computer skills (Microsoft Office)

Work Hours:

- 10-15 hours per week (approx. 9:30 a.m. – 2:30 p.m.) Monday through Friday